

CONFIDENTIAL

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160018-0

12 June 1969

MEMORANDUM FOR THE RECORD:

SUBJECT: Meeting with [REDACTED] Records Management Officer, OL

25X1A

1. An early requirement in setting up a new office is the establishment of a workable filing system to cover the responsibilities of the office. It is also important that this system be in accord with the records management program and jive with the requirements of the parent office. With this in mind a meeting was arranged with [REDACTED] during which [REDACTED] and I discussed the above and related records management and registry matters.

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2. During the meeting, [REDACTED] requested that [REDACTED] the Building Planning Staff's (BPS) secretary, come to her office in order to review the Office of Logistics (OL) mailing procedures, filing practices, and other OL filing and transmittal arrangements. At that time she indicated that she would provide [REDACTED] with reference materials on these subjects to assist in establishing the BPS systems and practices.

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3. [REDACTED] had completed the Annual Records Report, and it was submitted to Mrs. Carter during this meeting. The bulk of present holdings in the BPS is composed of reference materials, a small amount of day to day working files, and a collection in one safe of background material of the former BPS.

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4. After describing the intentions of this Office and the plans so far developed, [REDACTED] indicated that steps taken and projected documentary procedures were in line with her own thinking and the practices of the OL. All documents leaving the BPS are to be routed through the OL Registry where they are logged. Action requirements are noted as well as the action office. If the paper is a policy document a carbon copy is needed. If it is not in the packet an extra copy will be made by Registry for its files.

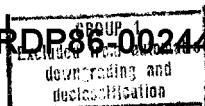
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5. If a member of this Staff wishes to handcarry a document to the addressee this is possible, but [REDACTED] has requested that it be forwarded to Registry and then returned to the BPS after having been logged for transmittal by hand. Except in the case of policy items, Registry does not desire a copy. If time is short on an item to be handcarried, Registry will provide [REDACTED] with an OL Registry number by phone which she can either type or write on all copies. The information which Registry must have in this regard is the date of the document, the addressee, and the subject of the document.

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6. With all items transiting Registry which require action, one copy of Form 238 is retained until the response or other action has been completed.

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[REDACTED]

Chief
Building Planning Staff, OL

Distribution

Orig - OL/BPS/Subject File (Registry and Records Management)
1 - OL/BPS/Chrono

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OL/BPS, [REDACTED]
(19 June 1969)